

ILLEGIB  
Reports

Chief, Research and Planning Staff  
Personnel Office  
Chief, Records Services Division, GSO

IS DIVISION  
OFFICE  
4 February 1954

Report of Incorrect and Incomplete Personnel Transactions Received  
by Machine Records Branch During Month of December 1953

1. During the month of December, three (3) personnel actions received by the Machine Records Branch were either incorrect or incomplete. These three (3) actions were returned to [redacted] no documents were corrected by the Machine Records Branch.

25X1

2. The total number of documents processed during the month of December were 2,381.

[redacted]  
25X1

GSO/RSD:ew

Distribution:

- Orig. & 1 - Addressee
- 1 - Machine Records file
- 1 - Chief, MRB

*[Signature]* 2/4